Subject: RE: IRS - Carlos

From: Elisabeth Cutler <ecutler@downtownla.com>

**Date:** 11/17/2017 11:58 AM

**To:** Jennifer Quintero < jquintero@ccala.org>, "Karla Riddle (kriddle@barkerpacific.com)" < kriddle@barkerpacific.com>

**CC:** Suzanne Holley <sholley@downtownla.com>

Hi Karla,

Okay for CCA and IRS to have access to suite 200 today at 6:00pm. Please note there will be no DCBID staff members present tonight and we request that all access points to suite are closed and locked.

Thank you! Elisabeth

From: Jennifer Quintero [mailto:jquintero@ccala.org]

Sent: Friday, November 17, 2017 8:53 AM

**To:** Elisabeth Cutler **Subject:** RE: IRS - Carlos

## Good Morning Elisabeth!

Not sure if Karla has reached out to you but she needs your "okay" to allow me access to suite 200 at 6pm today J do you mind writing back with confirmation so I can forward along to Karla as proof?

Thank you! Jenn

**From:** Elisabeth Cutler [mailto:ecutler@downtownla.com]

Sent: Thursday, November 16, 2017 2:16 PM

**To:** Jennifer Quintero **Subject:** RE: IRS - Carlos

Okay, thanks for the update and getting Carlos to understand as well!

Since CCA moved to the 8<sup>th</sup> floor, we consolidated and moved several items. To assist with your furniture removal tomorrow, please note the following:

- Jessica's old office: no CCA furniture located in this space, moved file cabinets to the adjacent office
  - o The space now stores Carol's artwork and awards
- · Consolidated furniture into Tina and Joanne's old workspaces
- IT Room: there are now only 4 items (2 file cabinets, desk, work table) for CCA to remove which has been clearly labeled (everything else, we've either cleared out or keeping)
- · Please don't forget the last office at the end of the hall (Leslie's old office) needs

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to have all the furniture removed. (We forgot about it when you and I walked the floor with IRS!)

I'm leaving early tomorrow so if you need further clarification, just let me know. Hope this helps the process go a bit faster! Have you arranged for access to the suite tomorrow night? I assume you have since no one will be here.

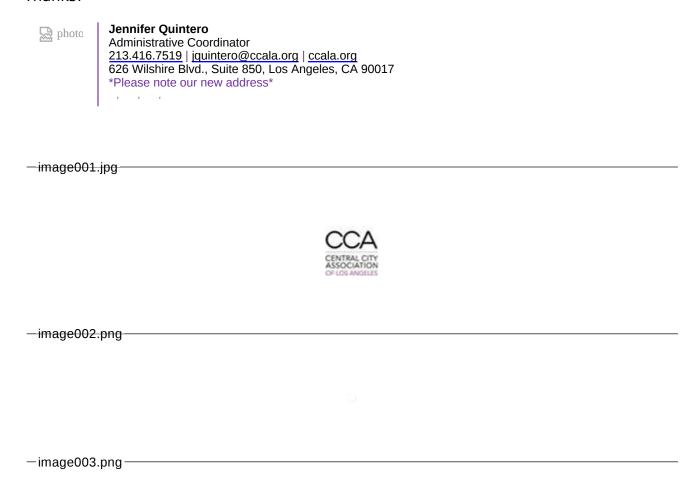
Thanks! Elisabeth

**From:** Jennifer Quintero [mailto:jquintero@ccala.org] **Sent:** Thursday, November 16, 2017 10:38 AM

**To:** Elisabeth Cutler **Subject:** IRS - Carlos

Just got off the line with Carlos – he said everything makes sense now – IRS plans to only take CCA items from suite 200 tomorrow as invoiced to lessen the confusion.

## Thanks!



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